CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: 10005
Classification Specification: <u>CITY CLERK</u>
Salary Range: NR 44 – Management Benefit Level B
Position Description (Working Title): City Clerk
Incumbent:
Location: Office of the City Clerk

GENERAL PURPOSE:

Under the direction of the Chief Administrative Officer, directs, plans, organizes, and oversees the activities and functions of the City Clerk's Office and citywide records management in accordance with state laws and City ordinances; serves as legal custodian of the City's official public records and seal.

Work is characterized by management, administrative, and supervisory functions. Duties include, but are not limited to, managing, organizing, directing, and participating in the activities of the City Clerk's Office; overseeing the citywide Records Management Program; ensuring compliance with a variety of state laws, City ordinances, and strict timelines related to assigned functions; attending City Council meetings and assuring council actions are properly transcribed, recorded, and preserved; and preparing and administering the budget for the City Clerk's Office.

Work is performed under managerial direction. The supervisor provides the employee with assignments in terms of broad practice, precedents, policies, and goals. Work may be reviewed for fulfillment of program objectives and conformance with departmental policy, practice, and/or objective.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plan, organize, direct, and participate in the activities of the City Clerk's Office; assure compliance with a variety of state laws, City ordinances, and strict timelines related to assigned functions.

Oversee the citywide Records Management Program, including public records requests, ensuring compliance with legal requirements and disclosure regulations, directing and participating in the maintenance and retention of the City's official public records, coordinating all central active, inactive and historical records in accordance with State Archivist policies and procedures, assisting departments in records management issues and procedures, overseeing technology for electronic storage and retrieval system for public records.

Attend, or assign a designee, to attend City Council meetings and assure that Council actions are properly transcribed, recorded, and preserved; and prepare minutes of meetings.

Oversee preparation, distribution, and retention of Council Committee agendas and minutes; ensure consistency in formatting.

Manage and provide oversight on development of the Council agenda including supporting documentation; assure that items appear on the agenda in a timely manner; coordinate the agenda with the Council President, Chief Administrative Officer and City Attorney.

Supervise the assigned staff in accordance with the City's policies, procedures, and applicable laws. Responsibilities include, but are not limited to, interviewing, hiring, training, assigning, and evaluating work; appraising performance; rewarding and disciplining employees; addressing complaints; resolving disputes; recommending promotion and terminations as appropriate; and approving/scheduling sick leave and vacation time.

Assure that documents and materials are properly filed, cross-indexed, retained, and/or discarded according to legal requirements.

Research official actions and documents including Council ordinances, condemnations, covenants deeds, hearing dates, contracts, and other records; perform special projects as requested by the Council or City officials; authenticate City records for lawsuits and the sale of bonds.

Serve as the custodian of the City's seal; affix seal to documents as appropriate and attest the Mayor's signature on official documents and records.

Issue the oath of office to City officials.

Prepare and administer the budget for the City Clerk's Office; monitor expenditures and assure efficient and effective operations.

Provide confidential research of politically sensitive material.

Assure the publication of various types of notices including bid openings, rezones, annexations, special meetings, public hearings and LID's according to established legal guidelines and timeframes.

Communicate with elected officials, City personnel, the general public, government agencies, and others to provide specialized information and coordinate activities. Coordinate City elections with the County.

Participate in county, state and international records management associations.

Analyze workflow and activities in the City Clerk's Office; develop and revise priorities and office procedures to improve service to the Council, City administrators, and the public.

Provide support to districts, boards and/ or commissions.

Serve as a member of the Firemen's Relief & Pension Board.

Prepare certified copies of Council minutes, ordinances, resolutions, and other documents as needed.

Oversee publication of ordinances in accordance with established procedures and legal requirements.

Oversee codification of ordinances into the City Code.

Officiate at bid openings.

Serve as a member of various City committees or task forces as assigned, including the Mayor's Leadership Team.

Become familiar with, follow, and actively support the vision, mission, values, and behavior statements of the department and the City.

PERIPHERAL DUTIES:

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Functions, activities, and responsibilities of the City Clerk's Office
- Applicable federal, state and local laws, codes, ordinances, and regulations regarding public records, elections, voter registration, and public meetings
- Municipal organization, structure, policies, procedures, practices, and objectives
- Record management systems and techniques
- Modern management and supervisory theories, principles, and practices
- Modern research and analytical methods and practices
- Modern office equipment and procedures including use of a personal computer and applicable software

SKILLED IN:

- Effectively using interpersonal skills in a tactful, patient, and courteous manner
- Effectively communicating orally and in writing
- Applying modern research, interviewing, applying methods and procedures to gather information, analyzing facts, and draw valid conclusions

• Applying principles and practices of administration, supervision, and training including hiring, training, directing, evaluating, awarding, and disciplining staff

ABILITY TO:

- Manage, supervise, and motivate assigned employees
- Establish and maintain trust, confidence, and effective working relationships with coworkers, elected officials, managers, supervisors, employees, and the public
- Evaluate program policy and practices; define problem areas; develop and direct policies and practices to improve operations
- Serve as custodian of the City's official seal and public records
- Coordinate essential procedures and activities to support City Council legislative activities
- Demonstrate positive and effective interaction and communication with individuals of diverse occupational and social-economic backgrounds
- Work effectively on several projects concurrently
- Maintain confidentiality of politically sensitive materials and information
- Direct and participate in the retention, retrieval, organization, and destruction of official records and documents
- Respond to common inquiries or complaints from personnel, regulatory agencies, or the public
- Compose, proofread, and edit general correspondence, routine reports, contracts, etc.
- Read, analyze, and interpret technical journals, financial reports, legal documents, operating and procedure manuals, general business periodicals, professional journals, government regulations, etc.
- Add, subtract, multiply, divide; compute fractions, ratios, percentages, proportions; draw and interpret graphs and charts; apply these concepts to practical situations
- Define problems, collect data, establish facts, and draw valid conclusions; apply commons sense understanding to solve practical problems

EDUCATION AND EXPERIENCE REQUIRED:

Education: Bachelor's degree with emphasis in municipal government record-keeping, or

related field; and

Experience: Four (4) years of experience in a City Clerk's Office, four (4) years of records

management experience, with at least two (2) years of related supervisory

experience.

Or: In place of the above requirements, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge skill and ability to perform the essential duties and responsibilities.

knowledge, skill, and ability to perform the essential duties and responsibilities

listed above.

LICENSES AND OTHER REQUIREMENTS:

• Municipal Clerk Certification (all components), or the ability to obtain within three (3) years of employment

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MACHINES, TOOLS, AND EQUIPMENT USED:

Typical business office machinery and equipment used include, but are not limited to, personal computer including spreadsheet and word processing software, printers, telephone, fax and copy machine, calculator, and projector.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee may occasionally lift and/or move up to 50 pounds with or without assistance.

Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Work is performed in an office environment subject to frequent interruptions by walk-in applicants, employees, telephone calls and inter-office activities; may be exposed to individuals who are irate or hostile; and may be required to travel to different sites. The noise level in the work environment is usually moderate.

SIGNATURES:			
Incumbent's Signature	Date	Supervisor's Signature	Date
Approval:			
Department Director/Designee	Date	Human Resources Director/Designe	e Date
**Note: This document will	be reviewed	and updated annually at the tim	e of the

This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the duties of this position are changed significantly.

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Revised: 2/28/07; 11/08/12